

***** **Effective October 3, 2011** *****

Register with the Augusta CityView Portal (License & Inspection Department) by following the instructions below. Being registered will provide the ability to pay outstanding fees and/or renew your business license on-line when these services become available. Please note: It will take approximately 2 business days for your registration to be activated.

STEP 1 – Go to <http://cityview.augustaga.gov>



STEP 2 – Click the “Register” link

Follow the steps to complete the registration.

The email address you enter will be the email address that the system uses to confirm your registration and for any subsequent automatic alerts, notifications, etc. Please use an email address that you check regularly.

Please fill out all contact information as completely as possible. **IN PARTICULAR** we require you to put your Business License Number (Example: LCB20110009999) into the box labeled “Additional Address Information”. This will allow us to easily match up your Portal registration with our existing information about your licensed business. If you do not provide this information, it will take longer for your registration to be activated.

Note: You must provide at least one Contact Number and all required fields (*) must be completed.

STEP 3 – Click the “Create Account” button

Shortly after submitting your registration information, you will receive an email to confirm your registration. You must click on the link contained in that email to complete the registration process. As a registered user, you can log into the Portal and do property searches, business license searches, and so forth.

Coming soon, you will be able to log onto the Portal and click on the “My Items” link. You will be able to access any outstanding fees, including your business license renewal (due in January of each year), and proceed to make your payment on-line.